

APPENDIX E-258 P

PROJECT ORDER

1. FORM/REPORT USED

Project Order, DLA Form 531.

2. REASON/CRITERIA FOR PREPARATION

The Project Order, DLA Form 531, is used between DSCs and distribution/maintenance activities to schedule Condition Codes D, F, and G materiel for repair/completion, (appendix A-16).

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. The Logistics Programs Division (LPD), is responsible for preparation of the form and coordination with the applicable Commodity Branch, IM, within the DSO.

b. The LPD is also responsible for assignment of Project Orders, and necessary coordination with repairing activities.

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF FORM

a. Source of Information:

The DLA Form 531 is prepared when applicable from information obtained from DoD Storage Quality Control Reports, DD Form 1225.

b. Preparation of Form:

The LPD in coordination with the IM, will prepare the DLA Form 531 in original and three copies as follows:

<u>BLOCK NUMBER</u>	<u>TITLE/INSTRUCTIONS</u>
1	Fixed Price/Cost Reimbursement - Enter X in applicable box.
2	Date - Enter date of preparation.
3A	Name - Enter applicable DSC.
3B	Address - Enter address of DSC.
4	Project Order Number - Enter the 3-position Project Order Number. The first position (pos. 54) will always be numeric 7 or 8. The second and third entries (pos. 55-56) may be alpha/alpha, alpha/numeric, numeric/numeric, or numeric/alpha. LPD is responsible for the assignment of these codes.

BLOCK
NUMBER

TITLE/INSTRUCTIONS

- 5 Amendment Number - Enter amendment number if applicable.
- 6A Name - Enter name of performing establishment.
- 6B Address - Enter address of performing establishment.
- 6C Station Number - Enter Job Order Number of performing establishment for this specific project order.
- 7A Place - Enter Activity address of storage location where materiel will be delivered subsequent to repair completion.
- 7B Date - Enter date required to be delivered (RDD).
- 7C Method - Enter Repair/Completion as applicable.
- 8 Description/Instructions - Enter description of work to be performed and other instructions applicable to the repair/completion action.
- a. Nature of work to be accomplished (e.g., repair, overhaul, modification, testing, conversion, assembly, disassembly).
 - b. National Stock Number (NSN).
 - c. Quantity to be processed.
 - d. Unit of Issue (e.g., EA, SE, KT, AY).
 - e. Nomenclature (noun type sufficient for identification).
 - f. Unit Cost/Price.
 - g. MILSTRIP Issue Priority Designator (IPD).
 - h. Total Estimated Cost for Requested Services.
 - i. A statement of the Repair Cost Limitation, expressed as percent of the Unit Cost, not to be exceeded without prior approval by the respective DSC.
 - j. A statement that Technical Maintenance Standards (TMS) and specifications, applicable to work to be accomplished are available and will be provided to the performing activity when requested. (In the event TMSs are not available for the items to be processed, other interim guidance or Technical Reference materials, such as technical manuals, technical orders, parts lists, manufacturers specifications, specially prepared one-time maintenance instructions, or engineering drawings, will be designed for use in accomplishing the required work.)

BLOCK
NUMBER

TITLE/INSTRUCTIONS

k. A statement that upon completion of required actions, return item(s) to storage division as condition ____, marked for ____ stock.

1. Prepositioned Receipt Transaction Document No. SCO__ applies.

- 9A, B, C Self-Explanatory.
- 10A, B Self-Explanatory.
- 11A, B, C Self-Explanatory.
- 12A, B, C Acceptance will be indicated by performing activity.

c. Signature/Approval Requirements:

Blocks 11B and C will be completed by the individual or authorized representative controlling or having responsibility for the administration of the funds cited on the Project Order or Amendment.

d. Distribution of Form:

(1) The Logistics Programs Division will distribute the form as follows:

- (a) Original to performing activity.
- (b) One copy to applicable Commodity Branch for retention in Item History File.
- (c) Retain one copy in suspense pending receipt of acceptance copies from performing activity.

(2) The Logistics Programs Division will forward, in addition to the original and two copies, a third copy to the Commercial Traffic Branch, DS&T, at the performing activity when the Project Order is issued to repair materiel for which the carrier is liable for damage but the materiel was accepted (with exception noted) by the distribution activity. Refer to section X, appendix E-398 P. After completion of the Project Order, a finalized copy will also be forwarded to DS&T with a copy of the DISREP. Also, a finalized copy will be forwarded to applicable Commodity Branch.

5. PROCEDURES/INSTRUCTIONS FOR PROCESSING RETURNED FORM

The LPD will receive one copy of the DLA Form 531 indicating acceptance by the performing activity and distribute as follows:

- a. Forward one copy to the Office of the Comptroller for obligation of funds.
- b. Place one copy in suspense, and followup with performing establishment if repair actions are not accomplished within indicated timeframes.

6. DISPOSITION OF FORM AFTER FINAL ACTION

The DLA Form 531 will be retained in the Project Order Files until the project is complete. Subsequent to completion of repair actions, the forms will be destroyed under current records disposition procedures.

7. FLOWCHART

Flowchart not required.

8. DLA Form 531 is shown at appendix C-65 in Volumes I and III.